



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 5420.94B  
N86R  
11 MAY 1994

OPNAV INSTRUCTION 5420.94B

From: Chief of Naval Operations

Subj: SURFACE/EXPEDITIONARY WARFARE NAVAL RESERVE ADVISORY  
COMMITTEE (SWMRAC)

Encl: (1) SWMRAC Charter  
(2) SWMRAC Procedural Rules

1. Purpose. To issue revised guidance for the organization of the Surface/Expeditionary Warfare Naval Reserve Advisory Committee (SWMRAC). This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5420.94A.

3. Background. Inherent in program sponsor responsibilities is the requirement to determine program objectives, support requirements, appraise readiness as well as advise and assist the Director of Naval Reserve (N095), Commander Naval Reserve Force (COMNAVRESFOR), and other appropriate commanders on matters involving Surface/Expeditionary Warfare sponsored Reserve programs.

4. Action. To assist the Directors of Surface and Expeditionary Warfare in the execution of these responsibilities, SWMRAC has been established as outlined per enclosures (1) and (2). Members will familiarize themselves with this instruction and attend meetings called by the chair of the respective committees.

5. Reports. The reporting requirements contained in enclosure (2) are exempt from reports control by SECNAVINST 5214.2B.

  
**P.J. COADY**  
DIRECTOR, SURFACE WARFARE DIVISION



0 5 7 9 L D 0 5 7 2 1 6 0

OPNAVINST 5420.94B  
11 MAY 1994

Distribution:

SNDL 21A (Fleet Commanders in Chief) (less CINCUSNAVEUR)  
23C3 (Naval Reserve Force Commander)  
24D (Surface Force Commanders)  
26B3 (Naval Surface Reserve Force Commander)  
CNO (N1, N85, N86, N4, N88R, N09B, N095)

Copy to:

SNDL 24H (Fleet Training Commands)  
25A (Mine Warfare Command)  
C25A (OPNAV Support Activity Detachment)  
(Ft. Ritchie, only)  
FKA1G (COMNAVSEASYS COM)  
FR9 (NAVRESREDCOM REG)  
FT1 (CNET)  
FT43 (SWOSCOLCOM)  
N85R/N86R (25 copies)  
CNO (N3/N5)

SECNAV/OPNAV Directives Control Office  
Washington Navy Yard Building 200  
901 M Street S E  
Washington DC 20374-5074 (20 copies)

Stocked:

Naval Aviation Supply Office  
ASO Code 103  
5801 Tabor Avenue  
Philadelphia, PA 19120-5099 (50 copies)

11 MAY 1994

SURFACE/EXPEDITIONARY WARFARE NAVAL RESERVE ADVISORY COMMITTEE  
CHARTER

1. Policy. The U.S. Navy's Total Force policy includes Active and Reserve forces as well as civilian employees and contractor resources. Within the Total Force, the Surface/Expeditionary Warfare Naval Reserve mission is to provide trained assets which, when recalled, will enable units to carry out sustained combat operations at sea and in the littorals.
2. Purpose. The purpose of SWNRAC is to advise and assist the Directors of Surface and Expeditionary Warfare in fulfilling their responsibilities as Reserve Program Sponsors for the Naval Reserve components that provide or augment Surface/Expeditionary Warfare capabilities ashore and afloat. SWNRAC will review and formulate policy in matters related to Surface/Expeditionary Warfare Reserve units based on established quantitative and qualitative requirements and ensure effective coordination of recommendations for improvement of readiness in Surface/Expeditionary Warfare units.
3. Objectives. SWNRAC's specific objectives are to:
  - a. Review proposed initiatives for enhanced readiness.
  - b. Identify and review proposed resource requirements needed to implement initiatives or overcome deficiencies.
  - c. Determine the priorities or relative merit of proposed programs.
  - d. Propose actions to implement initiatives, correct deficiencies or further identify and define areas requiring positive action.
  - e. Assign taskings to carry out required actions.
  - f. Monitor and evaluate the implementation status of proposed actions.
  - g. Review existing programs and monitor their contribution to the Navy's mission.
4. Composition. To ensure a balanced perspective, representation from the Office of the Chief of Naval Operations (CNO), Fleet Commanders in Chiefs (FLTCINCs), Surface Force Commanders, Commander Naval Surface Reserve Force (COMNAVSURFRESFOR) and the Naval Reserve organization will provide the nucleus composition of SWNRAC. SWNRAC will be composed of two groups:

Enclosure (1)

11 MAY 1994

a. Executive Steering Committee (ESC). ESC will initiate topics and formulate issues pertinent to the overall mission and vision of the Surface/Expeditionary Reserve force. The ESC will task the SWNRAC Quality Management Board (QMB) to review specific issues and propose solutions or alternatives to long range objectives/plans for Surface/Expeditionary Warfare Reserve programs. They will also review and decide on recommendations forwarded by the QMB. The ESC will be convened at a minimum annually, normally early in the POM process, dependent upon issues generated for deliberation by the membership.

b. Quality Management Board (QMB). QMB will review/staff problems/taskings generated by the ESC, propose solutions or alternatives, and establish long-range plans to resolve ESC initiated issues and objectives. The QMB will, when required, establish and define the membership of Process Action Teams (PAT) to staff specific ESC issues requiring detailed analysis. SWNRAC QMB will normally meet semi-annually, at the call of the Chairperson, dependent upon issues generated for deliberation by the ESC.

c. Ex-Officio - Process Action Team (PAT). When formed, the Ex-Officio - PAT becomes adjunct to QMB. The PAT provides additional expertise in resolving specific issues pertinent to the Surface/Expeditionary Warfare Naval Reserve.

5. Membership. SWNRAC membership may be modified by the Directors of Surface and Expeditionary Warfare for particular tasks to capitalize on particular expertise or skills of a member or group. The permanent members are:

a. Executive Steering Committee (ESC)

- Director, Surface Warfare Division (N86) (Co-Chair)
- Director, Expeditionary Warfare Division (N85)  
(Co-Chair)
- Staff Readiness Officer (N86/N85)
- Director, Naval Reserve Force (N095)
- Commander, Naval Surface Reserve Force
- Deputy Commander, Naval Surface Force, U.S. Atlantic Fleet

11 MAY 1994

- Deputy Commander, Naval Surface Force, U.S. Pacific Fleet
- Recorder (N86R/N85R)

b. Quality Management Board (OMB)

- Surface/Expeditionary Warfare Reserve Coordinator(s) (N86R/N85R), Chairperson(s)
- Commander, Naval Reserve Force (Code 401)
- Deputy Commander, Naval Surface Reserve Force
- Reserve Coordinator, Commander in Chief, U.S. Atlantic Fleet and Pacific Fleet
- Reserve Coordinator, Commander, Naval Surface Force, U.S. Atlantic Fleet and Pacific Fleet
- Reserve Coordinator, Air Warfare Division (N88R)
- Commander, Surface Squadrons (COMNAVSURFLANT/COMNAVSURFPAC NRF Representatives)
- Commander, Mine Group ONE and TWO (TYCOM NRF Mine Counter Measures Representatives)
- Commander, Logistic Group ONE and TWO
- Commander, MIUW Group ONE and TWO
- Commander, EOD Group ONE and TWO
- Assistant, DCNO (Manpower & Personnel) (N1R)
- Commander, Naval SPECWARCMD (NRF Representative)
- Commander, Phib CB Battalion ONE and TWO (NRF Reps)
- Director, Naval Reserve Surface Programs (N953)
- Commanding Officer, Surface Warfare Component 106

c. Ex-Officio - Process Action Team (PAT)

- Offices of the Chief of Naval Operations, as appropriate

OPNAVINST 5420.94B

**11 MAY 1994**

- Commander, Naval Surface Reserve Force program officers, as appropriate
- Naval Reserve Readiness Command representatives, as appropriate
- Reserve Training Division Head, Chief of Naval Education and Training (N62)
- Naval Systems Commands Reserve Coordinator, as appropriate

11 MAY 1994

SWNRAC PROCEDURAL RULES

1. The Directors of Surface and Expeditionary Warfare (N86/N85) publish the charter governing SWNRAC deliberations. The goal of SWNRAC is to initiate topics, review initiatives of other bodies, coordinate and report to Directors Surface and Expeditionary Warfare the status of projects designed to enhance Surface/Expeditionary Warfare Naval Reserve readiness.
2. Issue papers will be required for all new agenda items. TAB A provides the format for papers. The identification of issues or problems, and the submission of agenda items for consideration are essential to a productive SWNRAC.
3. The ESC recorder (N86R/N85R) will consolidate and staff all issue papers submitted for ESC deliberation, from which he will develop and publish a tentative agenda with an ESC convening date. The ESC will normally convene in the Washington area to review agenda items and provide execution guidance/tasking to the QMB.
4. The QMB chairman (N86R/N85R) will convene the QMB to review ESC taskings, establish PATs as necessary and report status/completion of ESC tasking.
5. Ex-Officio - PAT meetings will be called at the discretion of the designated PAT leader. Tasks and assignments for any Ad Hoc PAT will be initiated by the QMB Chairperson and will address specific issues germane for QMB and ESC consideration. QMB procedural rules apply to the Ad Hoc PAT.
6. Decisions of the ESC requiring further action will be published in a Plan of Action and Milestones (POA&M) in the format at appendix B and tasked for development to the QMB or a PAT. The POA&M will normally be distributed as an appendix to the SWNRAC report. Timely response to tasking is mandatory. When the tasking involves more than one command or office, the command or office responsible for leading the action will be designated.
  - a. Written responses to action items are required.
  - b. Interim informal telephone situation reports are encouraged, when applicable.
  - c. The status of pending actions will be reported at scheduled SWNRAC meetings.
  - d. Requests for extensions of due dates will be made to N86R/N85R, and will include justification for the extension and projected impact on related action items.

Enclosure (2)

OPNAVINST 5420.94B

11 MAY 1994

7. Agenda items will be assigned a number to facilitate identification and referral. The audit sheet (appendix B) will be used to maintain the POA&M for an individual agenda item, and to serve as ready reference.

8. The Chairperson will distribute minutes, normally within 10 working days of the meeting.

11 MAY 1994

APPENDIX A  
ISSUE PAPER FORMAT  
SUBJECT

(Brief statement of issue/problem)

BACKGROUND

(Give background, including circumstances that led to or created the issue)

DISCUSSION

(Define the specific nature and limit of the issue or problem. Identify impact, if any, with particular emphasis on other agenda items/Reserve programs. Identify activities affected by the problem and those that should take part in ESC or QMB deliberations. Identify other actions being taken to address the issue, e.g., studies, etc. Propose goals the QMB or ESC should prescribe for correcting, tracking, etc.)

RECOMMENDATION

(Recommendations should include a draft POA&M (TAB), intended solution, cognizant commands and propose assignment of a lead organization.)

NOTE: Issue papers are required with the submission of any agenda item. The paper is to be a short (one page), succinct document supported by additional data, as appropriate, in the form of TABs. The issue or problem definition and statement of goals must be well defined and concise.

11 MAY 1994

## APPENDIX B

## TRACKING SHEET

## SURFACE WARFARE NAVAL RESERVE ADVISORY COMMITTEE

-----

Item Nr.	Title	Item originated:
		Lead Cognizance: _____
		Status-Revised: _____
		Related Items: _____

-----

Objective:

Background:

-----  
PLAN OF ACTION AND MILESTONES

STEP	ACTION OFFICER	DUE (DA/MO/YR)	MILESTONE	COMP (DA/MO/YR)
------	-------------------	-------------------	-----------	--------------------

Appendix B to  
Enclosure (2)